



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
PITTSBURGH DISTRICT, CORPS OF ENGINEERS  
WILLIAM S. MOORHEAD FEDERAL BUILDING  
1000 LIBERTY AVENUE  
PITTSBURGH, PA 15222-4186

## **RECRUITMENT BULLETIN**

Bulletin #GB-03-F/ACIP

Open to all US Citizens

Opening Date: 9 December 2003

Closing Date: 31 January 2004

Civilian Personnel Advisory Center, Phone (412) 395-7488

---

### **FEDERAL/ARMY CAREER INTERN PROGRAM (F/ACIP)**

Vacancies may not currently exist in all occupational fields that are advertised. Applications that are accepted remain active for consideration for possible vacancies for up to six months, after which time applicants must reapply to be considered.

**CAREER FIELDS:** Positions may become available for this District and for which we are accepting applications. You must indicate on the attached SUPPLEMENTAL FORM the position title for which you are applying:

#### **ACCOUNTING BUSINESS MANAGEMENT (BUDGETING)**

**DUTY LOCATION:** Pittsburgh, Pennsylvania

**SALARY\*:** GS-5: \$25,908 PA, GS-7: \$32,092 PA, GS-9: \$39,256.00 PA

\*Proposed 4.1% increase in January 2004

Entry grade and salary depend upon management discretion, duties to be performed and qualifications of the applicant. Selectees will be eligible for promotions up to target grade as they progress in their work and upon meeting regulatory requirements and recommendation of their supervisor. Target grade for is either GS-9 or GS-11.

**PROGRAM OVERVIEW:** The Federal/Army Career Intern Program is a hiring authority for trainee positions in a variety of occupations. In general, individuals are appointed to a 2-year internship. The appointment is an excepted-conditional appointment in the excepted service. Upon successful completion of the 2-year internships, the interns are eligible for noncompetitive consideration for permanent placement to a career-conditional appointment in the competitive service; if not converted, the appointment of a career intern expires at the end of the 2-year

internship period. You are required to provide proof of U.S. Citizenship if selected. Direct deposit of pay is required.

NOTE: Selectees will be required to sign a Department of the Army Employment and Mobility Agreement for interns

**JOB ASSIGNMENTS:** Interns will be covered by a formal training plan that includes training and developmental, rotational, or other job assignment appropriate to the career field in which they are hired.

For information on the Pittsburgh District's mission, geographic boundaries, types of projects and work, please access [www.lrp.usace.army.mil](http://www.lrp.usace.army.mil)

### **QUALIFICATIONS REQUIREMENTS:**

The qualification requirements vary depending on the career field. The qualification standard is found in the Qualifications Standard Handbook Operating Manual that is published by the U.S. Office of Personnel Management. You may review this operating manual in its entirety by accessing online at <http://www.opm.gov/./qualifications/INDEX.HTM>. In summary, GS-5 level, applicants must have a four year bachelor's degree in a field of study directly related to the occupation, or a specific combination of education and experience as outlined in the above referenced manual that provides equivalent knowledge, skills, and abilities. GS-7 level applicants must have the above referenced bachelor's degree with superior academic achievement, or one year of specialized experience relating to the specific career field, or one year of graduate study related to the career field, or a combination of specialized experience and graduate study. GS-9 level applicants must have 2 years of progressively higher level graduate education leading to a master's degree or masters or equivalent graduate degree, or one year specialized experience.

### **BENEFITS:**

Entitlements: All selectees are entitled to earn annual and sick leave, holiday pay, health and life insurance, and retirement coverage.

Options: Depending on the number and quality of candidates, some selectees could be offered:

- Limited moving expenses to the first duty location

**WHERE AND HOW TO APPLY:**

**U.S. ARMY CORPS OF ENGINEERS  
ATTN: CELRP-CPAC (GB-03-F/ACIP)  
1000 LIBERTY AVENUE  
PITTSBURGH, PA 15222-4186**

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Pittsburgh District, (412) 395-7483, (Email address: [mary.e.giardullo@usace.army.mil](mailto:mary.e.giardullo@usace.army.mil)), or the career planning and placement office at your school.

**Forms:** The following forms must be submitted to complete your application:

1. Resume or any other written format that contains all pertinent information (announcement number, full name, SSN, complete mailing and email addresses, phone numbers, work history with past supervisor contact information [i.e. name, phone number, mailing and email address], training and three references not related to you and are not former supervisors); or OF 612, Optional Application [http://www.opm.gov/Forms/pdf\\_fill/of612.pdf](http://www.opm.gov/Forms/pdf_fill/of612.pdf) and <http://library.dol.gov/oasam/programs/summer2001/of612.doc> for Federal Employment.

NOTE: There is no preference on which format you use.

2. Copy of college transcript(s).

3. Supplemental Form of Employment Consideration (attached).

4. Background Survey Questionnaire 79-2 (Substitute). As a minimum, items 1-5 on this form must be completed (attached). <http://www.usaid.gov/about/employment/idi79-2.pdf>

5. DD-214, Discharge Certificate (if a veteran), and SF-15 with required documentation, if applying for 10-point preference.

6. Male born after December 31, 1959 will be required to sign a statement regarding Selective Service Registration.

**INCOMPLETE APPLICATION WILL NOT BE CONSIDERED**

**“The Department of the Army is an Equal Opportunity Employer”** Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, policies or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.”



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
PITTSBURGH DISTRICT, CORPS OF ENGINEERS  
WILLIAM S. MOORHEAD FEDERAL BUILDING  
1000 LIBERTY AVENUE  
PITTSBURGH, PA 15222-4186

**US ARMY CORPS OF ENGINEERS, PITTSBURGH  
SUPPLEMENTAL FORM FOR EMPLOYMENT**

Candidate Name: \_\_\_\_\_

Career Field for which applying: \_\_\_\_\_

When can you start work? (Month/Day/Year) \_\_\_\_\_

What is the lowest pay or grade you will accept? (You will not be considered for jobs paying less than you indicate.)

Pay \$ \_\_\_\_\_ or Grade \_\_\_\_\_

Are you willing to work?  
(Circle all that apply)

- |   |   |
|---|---|
| <b>A.</b> 40 hours per week (full-time)?  | <b>D.</b> 16 or fewer hrs per week (part-time)?   |
| <b>B.</b> 25-35 hrs per week (part-time)? | <b>E.</b> An intermittent job (on-call/seasonal)? |
| <b>C.</b> 17-24 hrs per week (part-time)? | <b>F.</b> Weekends, shifts, or rotating shifts?   |

Are you willing to travel away from home for?  
(Circle all that apply)

- A.** 1 to 5 nights each month?  
**B.** 6 to 10 nights each month?  
**C.** 11 or more nights each month?

**Sign, date and return this form with your application.**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)